



VACANCY ANNOUNCEMENT
FINANCE AND ADMINISTRATIVE ASSISTANT - MATERNITY COVER

Organization	Adeso : African Development Solutions www.adesoafrica.org
Position Title	Finance and Administrative Assistant - Maternity Cover
Reporting To	Senior Finance Officer
Working With	Finance Departments & all Program team.
Program/ Duty Station	Garowe, Somalia
Duration	Five (5) months
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian programs in pursuit of a peaceful, self-reliant, and greener future. Currently, Adeso has programs in Somalia, Kenya and South Sudan.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

POSITION SUMMARY

The purpose of the position is to provide support Finance support project activities in Garowe, Somalia while adhering to Adeso policies and procedures.

Based in Garowe, the Finance and Administrative Assistant (Maternity Cover) will play a crucial role in assisting the management of finance affairs for the project.

POSITION PURPOSE

- Provide financial support to all project at the field level.
- Process day to day payment for Garowe office and Maintain Accounting document.
- Will ensure compliance with financial policies.

SPECIFIC ROLES AND RESPONSIBILITIES

- Provide accounting support to the projects and management at field level.

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- Record accounting transaction at Garowe office, making payments for the day to day running of the Office and posting to the appropriate ledgers.
- Maintain efficient, proper, and transparent filing of all financial documents (e.g., monthly payment of bills, contracts, rent and local salaries).
- Process payments as provided in the approved budget.
- Handle office petty cash and make cash request for petty cash replenishment on time.
- Ensure that proper authorization is obtained before making any payment.
- Verification and reconciliation of accounting documents i.e. cash relief vouchers.
- Ensure compliance and enforcement of internal policies, donor regulations and budget restrictions on all projects.
- Assess accuracy and completeness of documentation and conformity with reporting and procedural standards.
- Ensure that all financial records pertaining to Garowe project are properly completed and stored in a secure place.
- Ensure compliance and enforcement of internal policies, donor's regulations and budget restrictions on the project.
- Assist in drafting monthly, quarterly and annual report (if any).
- Assist in making monthly bank reconciliation.

ADMINISTRATION:

- In collaboration with the Program and Operation team, contribute in developing appropriate project planning and implementation mechanisms;
- Manage and update inventory and stock list in Adeso offices, stores/garage and program sites on monthly basis;
- Oversees and administers the day-to-day activities of the office Guest House and its maintenance which ensure smooth and efficient guest house operation.
- Manage and coordinate Guest House administration and maintaining
- Support the administrative management of the projects, including financial, logistical and operational activities;
- Provide the Project Manager with logistical support in organizing project related workshops and meetings and any other necessary preparations;
- Coordinate with other staff members to ensure the offices, warehouses and field sites are adequately equipped and supplied;
- Keep a proper record of quotations (eventually tenders), requisitions, purchase order forms, goods received notes, receipts, waybills, and all other documents;
- Ensure that the proper administrative procedures and standards for requisition follow-up, purchasing, stock-keeping and dispatch are followed;
- Maintain project documents and information with confidentiality, ensuring that all records pertaining to the project are properly completed and stored in a secure place;

SKILLS AND QUALIFICATIONS

- A university degree in Business Administration (accounting or finance) or Certification in Accounting (CPA, ACCA).
- Proficiency in computer applications such as MS Office and Accounting software packages.
- At least 2 years of relevant finance experience at the national or international level.
- Experience and knowledge in handling USAID/OFDA funded programmes.

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- Ability to work to tight deadlines and handle multiple concurrent activities.
- Excellent in written and spoken English.
- Ability to work well in a team.
- Ability to handle pressures and meet deadlines.
- Willingness to learn.
- Strong interpersonal skills and ability to establish and maintain effective working relations with a team.
- Mature personality with ability to cope with high stress levels.
- Flexible and willing to perform tasks outside of core duties.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs.somalia@adesoafrica.org, quoting the position in the email subject matter, by **3rd April, 2017**.

Each application should be addressed to HR and include the following:

- An updated CV with updated contact details: Phone No., Email Address and Skype ID; and
- An application letter which should include cover letter, remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted.

Adeso is an equal opportunity employer and does not discriminate based on one's background, beliefs, gender or sexual orientation.

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